FISCAL YEAR 200_  

LOCAL EDUCATIONAL AGENCY (LEA)/FOOD SERVICE MANAGEMENT COMPANY (FSMC)  
RENEWAL ADDENDUM CHECKLIST

Local Educational Agency________________________ FSMC ______________________________
Agreement # _______________________________

Submit the following documents:

A. ADDENDUM

☐ ONE ORIGINAL FOOD SERVICE MANAGEMENT COMPANY ADDENDUM THAT INCLUDES:

☐ effective date of addendum
☐ ORIGINAL signatures for each signing party
☐ ORIGINAL dates of execution for each signing party
☐ current management/administrative fee(s) (even if unchanged)
☐ current LEA’s subsidy/return or no cost guarantee (if applicable)

ATTACHMENTS
☐ completed Debarment/Suspension Certificate (Form #130)
☐ completed Certificate of Independent Price Determination (signed by the school food authority and food service management company) (Form #131)
☐ completed Disclosure of Lobbying Activities (Form #132)
☐ completed Certification Regarding Lobbying (Form #133)
☐ if applicable, exhibits referenced in the addendum

B. REQUIRED LANGUAGE CHECKLIST

☐ Completed Food Service Management Company Addendum Required Language Checklist Appendix C (Form #18).

C. INDEX RATE WORKSHEET

☐ COMPLETED INDEX RATE FORM (Form #272) Available at www.state.nj.us/agriculture/forms.htm

D. BOARD MINUTES – Required for Public and Charter LEA’s

☐ Board Minutes – A true copy of dated official board minutes renewing the food service management company contract must include:

☐ ALL MANAGEMENT/ADMINISTRATIVE FEE(s) EXACTLY AS STATED IN THE ADDENDUM
☐ The LEA’s guaranteed subsidy, guaranteed return or no cost guarantee EXACTLY as stated in the addendum (if applicable).
☐ CERTIFYING statement
☐ ORIGINAL signature of board secretary

Submitted by: ____________________________
Title:____________________________________
Phone:___________________________________
Fax:_____________________________________